



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

**Location: Veterans Home of California – Yountville
110 California Drive, Yountville, CA 94599**

**Cook Specialist II (2184)
Full-Time, Permanent
\$2659.00 - \$3233.00 per Month
Final File Date: April 22, 2009
(Includes a compensation benefits package)**

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

Description:

Under general supervision of the Supervising Cook I, to prepare, cook, and dispense food for the residents and employees of a State institution; to care for culinary equipment, supplies, and work areas; to supervise, instruct, and work with other culinary employees and helpers from the resident population; and do other related work:

- ✓ Prepares cooks and dispenses food for breakfast, dinner, and supper. Serves meals on the line for Main Dining Room Cafeteria as needed. Follows cook's work assignment schedule provided by the Supervising Cook I/II. Cooks a variety of foods, following standardized recipes and methods of preparation. Check food items for color, appearance and taste to insure that food quality is of the highest standard. Participates in testing new recipes for menu adaptation. Portions food for Hospital Kitchen and Main Dining Room Cafeteria in correct amounts per meal orders. Reads and follows posted menus for regular and modified therapeutic diets. Maintains progressive cooking of all food items for Main Dining Room and Hospital Kitchen.
- ✓ Cleans and maintains culinary utensils, equipment and work areas. Follows daily cleaning schedule. Reports repair and maintenance needs to the Supervisor. Instructs and supervises Cook Specialist I and other culinary workers in food preparation and reports on progress to the supervisor. In the absence of the Supervising Cook I, assumes responsibility of the Supervisor. Acts as lead person.
- ✓ Attends group meetings as scheduled and receives instructions from the Assistant Director of Dietetics (Production) and the Supervising I/II. Attends in-service training as related. Receives food items during absence of the Stock Clerk/Material Stores Supervisor, Supervising Cook I. Plans work schedules in the absence of the Supervising Cook as needed.
- ✓ No lifting over 50 lbs.
- ✓ Other duties as related.

Desirable qualifications:

Strong communication and customer service skills
Good work ethic
Ability to work all shifts (some weekends may be required)
Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the www.spb.ca.gov website for benefit package information

Who may apply:

Applications will be accepted from individuals with permanent State Service in the class of Cook Specialist II, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed. NOTE: All State applications must be postmarked no later than the final filing date. Applications personally delivered, faxed or received via interoffice mail must be received before the close of business at 5:00 pm on the final filing date; no exceptions will be made.

To Apply:

Visit our website at www.cdva.ca.gov or the State Personnel Board www.spb.ca.gov to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at www.cdva.ca.gov OR www.spb.ca.gov for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release date: April 9, 2009